



**COUNTY OF CULPEPER**  
**Office of Planning and Zoning**

**FAMILY DIVISION APPLICATION AND AFFIDAVIT**

**PLEASE FILL OUT FORM IN ITS ENTIRETY**

General Information: All subdivision plats must be prepared by a licensed surveyor. The family division plat and deed must meet the requirements of Sections 600 and 613 of the Culpeper County Subdivision Ordinance (Appendix B of the Code of the County of Culpeper, Virginia) (the "Ordinance"). The plat must contain a notice which states:

This plat and the family division which it represents are pursuant to Section 613 of the Culpeper County Subdivision Ordinance (Appendix B of the Code of the County of Culpeper, Virginia) (the "Ordinance"). Further transfer and division of the lots or parcels shown on the plat is limited in accordance with the provisions of Section 613.6.5 of the Ordinance. Building permits and/or certificates of occupancy may not be granted if the division is found by the Zoning Administrator to be in circumvention of the Ordinance's requirements, or if the proposed transferee does not comply with the requirements of Section 613.3 of the Ordinance, as they may be adjusted pursuant to Section 613.9.3 of the Ordinance.

The full Family Division Application and Affidavit must be completed and sworn before Notary Public for the Commonwealth of Virginia. The proposed deed of transfer must be submitted and approved as to form by the Culpeper County Attorney prior to the Zoning Administrator's approval of this Family Division.

The following information is required to determine qualifying status in subdivision requests to be exempted from standard procedure, as outlined in Sections 600 and 613 of the Subdivision Ordinance, which are attached hereto and incorporated by reference. A separate form is to be completed for each lot proposed.

1. Grantor(s): \_\_\_\_\_ Phone: \_\_\_\_\_  
(as shown on current deed)

Address: \_\_\_\_\_

2. Grantee(s): \_\_\_\_\_  
(to be shown on deed of transfer)

Address: \_\_\_\_\_

3. Tax Map and Acreage of Grantor(s) Parcel: \_\_\_\_\_

Acreage of Grantee(s) Lot to be created: \_\_\_\_\_

4. RELATIONSHIP: The GRANTEE is the \_\_\_\_\_ of \_\_\_\_\_ the GRANTOR.

5. Has either the GRANTOR or the GRANTEE ever transferred property to anyone, utilizing the family division (formerly family partition) exception? \_\_\_\_\_.

If the answer is YES, please detail each instance (attach a separate sheet if necessary):

\_\_\_\_\_  
\_\_\_\_\_

6. Has the GRANTEE ever received property from anyone, utilizing the family division (formerly family partition) exception? \_\_\_\_\_

If the answer is YES, please detail each instance (attach a separate sheet if necessary):

\_\_\_\_\_  
\_\_\_\_\_

7. By signing this application and affidavit, GRANTOR and GRANTEE hereby certify that the proposed division is not for the purpose of circumvention of the requirements of the Subdivision Ordinance. Is this understood by the GRANTOR and GRANTEE? \_\_\_\_\_

**I swear (or affirm) that the foregoing information and certifications are true and correct to the best of my knowledge, information and belief. Any materially false statements may result in denial of building permits and/or certificates of occupancy and may result in such other penalties as provided by law.**

**SIGNED:**

\_\_\_\_\_  
**GRANTOR**

\_\_\_\_\_  
**GRANTEE**

\_\_\_\_\_  
**GRANTOR**

\_\_\_\_\_  
**GRANTEE**

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

Zoning Administrator's Approval: \_\_\_\_\_ Date: \_\_\_\_\_